



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents, Principals and STN Administrators)

**FROM:** Molly Chamberlin, Director  
Data Analysis, Collection, and Reporting

Karla Carr, Assistant Director  
Data Collection and Reporting

**DATE:** October 29, 2009

**SUBJECT:** Extension of Window for Data Reporting

Based on feedback that we have received from schools, we will be extending the window for data reporting for the Dropout and Mobility (DM), Graduate Report (GR), and Attendance (AT) in the STN Application Center. The collections will remain open through **Friday, November 13<sup>th</sup>, 2009**. Signoff period will begin **Monday, November 16<sup>th</sup>** and go through **Friday, November 20<sup>th</sup>, 2009**. For instructions on how to submit DM, GR, and AT data, as well as requirements for signoff, go to: <http://www.doe.in.gov/stn> and click on Dropout and Mobility, Graduate Report, or Attendance.

The IDOE mustang site that lists current cohort membership is expected to be updated and live by the close of business on October 30, 2009. The extended reporting periods for DM, GR, AT are designed to give schools time to review the cohort site and correct reporting errors or discrepancies.

We will be following up this message with guidelines and instructions on how to access the graduation cohort site, how to report graduation cohort questions and issues, and timelines for official review of graduation cohort rate information and official publication of the graduation cohort rates.

Additionally, due to some complications with the implementation of the new School Personnel Number (SPN), we are extending the deadline for reporting Certified Employee/Certified Position (CE/CP) data through **Friday, November 13<sup>th</sup>, 2009** with signoff through **November 30<sup>th</sup>, 2009**.

For questions about the DM, GR, AT, and CE/CP, including the extended reporting period, please contact [stn\\_support@doe.in.gov](mailto:stn_support@doe.in.gov).